

COMMERCE PUBLIC SCHOOLS

REFERRAL PROCESS FOR TESTING

Should Be Tested?

That is a difficult question. Not all children who are having trouble (behind grade level, not doing work, acting out, daydreaming, etc.) should be tested. Some children are slow learners who are mastering skills as rapidly as possible. Others can do the work, but get more attention by not doing it. Each teacher will need to use his or her own judgement. If after informally checking out a child's capabilities you feel you need additional information to better plan a teaching program or to get special help for the youngster you can refer the child for testing.

Referral Process

1. Teacher referrals made to counselor.
2. Teacher is given form to record types of classroom intervention tried.
3. Counselor administers achievement tests, if necessary.
4. Counselor or Special Education teacher does class room observation.
5. Counselor contacts Special Education Director about referral.
6. Counselor contacts parent to get the permission for testing and home adaptive behavior rating.
7. Counselor gets with teacher to fill out referral forms and school adaptive behavior rating.
8. Permission for testing forms returned to Special Education Director.
9. RESC or Co-Op administers battery of tests.
10. Results come back to Special Education Director.
11. Results are reviewed by counselor, teacher, and building principal.
12. Special Education Director sets up eligibility meeting with Special Education Committee and input from the classroom teacher.
13. Placement/IEP meeting should follow the eligibility team meeting. (Parent included in placement meeting) Placement team includes counselor, special education teacher, building principal, regular teacher and parent. Placement meeting is arranged by counselors. Special education teacher will write out IEP with parents input.
14. Appropriate forms signed at eligibility and placement meeting.
15. Copy of IEP will go to special education teachers. Original test results and forms signed by parents will remain in central file at the Special Education Director's office for monitoring purposes and to consolidate records for state audits.

Approval

Superintendent *Dick Cuny*
High School Principal *R.D. Jones*
Middle School Principal *James H. Smith*
Elementary Principal *Jack Redden Jr.*